

**House Committee on Appropriations Subcommittee on Agriculture, Rural
Development, Food and Drug Administration, and Related Agencies
Instructions for FY22 Public Witness Hearing**

April 27, 2021

The Appropriations Subcommittee on Agriculture, Rural Development, Food and Drug Administration, and Related Agencies will be accepting written testimony from interested public witnesses on the Fiscal Year 2022 budget. While a public witness hearing will not be held, testimony on programmatic issues under the jurisdiction of the Subcommittee will be accepted and printed in the record.

Guidelines:

Testimony must conform to the following guidelines or it will not be printed in the record.

Deadline:

- The deadline for e-mailing testimony to the Subcommittee on Agriculture, Rural Development, Food and Drug Administration, and Related Agencies is **June 1, 2021, 6:00pm Eastern time.**

Delivery Instructions:

- Email your testimony as an attachment to Ag.Approp@mail.house.gov with a subject line “**Written Testimony**”;
- Do not send testimony via fax or mail. Only electronic submissions will be accepted;
- Please include your contact information in the body of the e-mail along with subject matter of testimony; and
- Please include a signed copy of the Truth in Testimony form (see instructions below).

Format:

All written testimony must comply with the following requirements:

- Do not exceed four pages.
- Type on standard 8.5 by 11 inch letter size paper.
- Single-space type in 12-point font with one-inch margins.
- Clearly indicate your name, title, and institutional affiliation (if any) at the top of the first page.

- Clearly state in the first paragraph the agency, program, and amount of funding involved in the request.
- To protect your privacy, do not include the following information in the written testimony (you may include this information in the body of the email separate from the written testimony):
 - Personal Address;
 - Phone Numbers; and
 - Signatures.
- Do not include color and detailed photos since the official record will contain photographically reproduced copies of written testimony. Use of charts and tables and the use of appropriate bold type and bullets are acceptable if they are within the four-page maximum length.
- All document files will be accepted, but PDF documents are preferred.
- Witness Disclosure Form submissions are required by the Subcommittee in addition to written testimony.

Witness Disclosure Form:

Written testimony for fiscal year 2022 may include information on any area within the subcommittee's jurisdiction. (The subcommittee does not have jurisdiction over the Forest Service.) Testimony is limited to 4 pages and must be received no later than **June 1, 2021, 6:00pm Eastern time**. For your testimony to be considered by the subcommittee, you must also submit a Witness Disclosure Form.

The Subcommittee requires Truth in Testimony disclosure forms to accompany all written testimony submissions.

Rule XI, clause 2 (g)(5), of the U.S. House of Representatives provides: (B) In the case of a witness appearing in a nongovernmental capacity, a written statement of proposed testimony shall include a curriculum vitae and a disclosure of any Federal grants or contracts, or contracts or payments originating with a foreign government, received during the calendar year or either of the two previous calendar years by the witness or by any entity represented by the witness and related to the subject matter of the hearing.

Additional instructions:

- The form can be found here:
<https://appropriations.house.gov/sites/democrats.appropriations.house.gov/files/Truth%20in%20Testimony%20Form.pdf>

- Save the form to your computer, open in Adobe Acrobat Reader or a similar PDF reader, complete all applicable fields, save form, and submit with written testimony;
- Leave the 'Hearing Date' field blank; and
- Under 'Hearing Title' please write "FY22 Public Witness Written Testimony."

Thank you for your interest in the activities of the Subcommittee on Agriculture, Rural Development, Food and Drug Administration, and Related Agencies. If you have questions, please contact the Subcommittee at Ag.Approp@mail.house.gov.